

Integrated Assessment Program:
Roles and Responsibilities of the Intake Coordinator

ACTIVITY	TIMEFRAME
<p>1. The Intake Coordinator will be notified, by the Division of Monitoring and Quality Assurance or Agency Performance Team, when guardianship or temporary custody of a child is granted.</p>	Date of receipt of TC
<p>2. The Intake Coordinator will notify a Clinical Screener or an Early Childhood Screener to be assigned to the case.</p> <ul style="list-style-type: none"> ➤ Case assignment to a Clinical Screener will be based upon a rotation system as well as through taking into consideration any case specific needs (i.e. domestic violence, language needs, sexual abuse, etc.) 	Immediately following verification of a new case
<p>3. The Intake Coordinator will create a calendar identifying critical dates and contact information for the Clinical Screener assigned to the case.</p>	Immediately following receipt of assigned Clinical Screener
<p>4. The Intake Coordinator will notify the Permanency Worker and their supervisor of their case being a part of Integrated Assessment.</p> <ul style="list-style-type: none"> ➤ The Intake Coordinator will provide the Permanency Worker the assigned Clinical Screener's contact information. 	Immediately following notification of a new case
<p>5. The Intake Coordinator will access and print off the case handoff document off of SACWIS related to the investigation.</p> <ul style="list-style-type: none"> ➤ The Intake Coordinator will seek copies of the Adult Substance Abuse Screen, Domestic Violence Screen, Initial Health Screening, and Child Caregiver Matching Tool from the Child Protection Service Worker. <p>Upon completing the investigation, the CPSW will forward a copy of the Final Investigative File to the Intake Coordinator.</p>	<p>Immediately following the case handoff from the CPSW to the Permanency Worker.</p> <p>As soon as possible, but within 60 days after the Child Abuse/Neglect Report was made to State Central Register.</p>
<p>6. The Intake Coordinator will notify HealthWorks of the new child case assigned to Integrated Assessment.</p> <ul style="list-style-type: none"> ➤ The Intake Coordinator will fax over notification of a new child case to HealthWorks Lead Agency. ➤ This notification will include the family ID, child's name, child's ID, child's date of birth, any communication needs, and the name of the Intake Coordinator as well as the Clinical Screener. ➤ HealthWorks will work with the caregiver to arrange the CHE to occur within 21 days from TC. <p>When the CHE has been scheduled, HealthWorks will notify</p>	<p>Date of case notification.</p> <p>Within 21 days from TC</p>

<p>the Intake Coordinator of the evaluation date and time.</p> <ul style="list-style-type: none"> ➤ The Intake Coordinator encourages the Permanency Worker’s attendance at this appointment. ➤ HealthWorks staff will forward a copy of all health care documentation to the Intake Coordinator. 	<p>Within 7 days after the CHE is completed</p>
<p>7. The Intake Coordinator will contact JCAP (in Cook) to determine if the parent/paramour AODA assessment was completed or needs to be scheduled.</p>	<p>Immediately following TC.</p>
<p>8. Downstate, the Intake Coordinator will contact the Permanency Worker to determine if the AODA assessment was completed or needs to be scheduled. If the parent has not been assessed the intake coordinator will assist the worker in locating an OASA/DCFS Initiative provider.</p>	<p>Immediately following TC</p>
<p>9. The Intake Coordinator will request the Leads-CANTS check for each family.</p> <ul style="list-style-type: none"> ➤ Completes the CANTS 48 Request for Leads-CANTS check and send the request to Springfield. <ul style="list-style-type: none"> ○ The Intake Coordinator will forward the results to the Clinical Screener assigned to the case. 	<p>Following TC</p>
<p>10. The Intake Coordinator will begin the scheduling process for interviews/screens by contacting the assigned Permanency Worker.</p> <ul style="list-style-type: none"> ➤ In the event that the Worker is unable to respond within 1 business day, the supervisor will be contacted. 	<p>Date of case notification.</p>
<p>11. The Intake Coordinator will schedule all interviews for the child, caregiver, parents/guardian, stepparent, and paramour to complete the components of the integrated assessment process.</p> <ul style="list-style-type: none"> ➤ These are arranged in cooperation with the Permanency Worker and Screener. (If a family is unreachable by phone, the Permanency Worker must assist the Intake Coordinator with scheduling). ➤ Appointments for the parents/guardians, stepparents, and paramours should be scheduled as soon as possible following the child coming into care. ➤ The Intake Coordinator will work with the family to arrange times that do not conflict with other activities, the parent’s work schedule, childcare arrangements, etc. <ul style="list-style-type: none"> ○ These interviews can be scheduled in the caregiver’s home or at a DCFS office. ○ The developmental screening and caregiver interview will be scheduled on the same day. ➤ All appointments will be confirmed by the Intake Coordinator to assure appointments are kept. ➤ Any missed appointments will be rescheduled. 	<p>Preferably by Day 20 after TC.</p> <ul style="list-style-type: none"> ➤ All caregiver interviews, child developmental screens, and child behavioral interviews should preferably occur between the 7th and 20th day after TC. This is to provide the child time to adjust to the placement.

<p>12. The Intake Coordinator will assist with scheduling the Permanency Worker, Supervisor, and Screener meeting where the drafted Integrated Assessment Report is reviewed.</p>	<p>Preferably by Day 35 after TC.</p>
<p>13. The Intake Coordinator will contact the supervisor to request the date and time of the family meeting.</p> <ul style="list-style-type: none"> ➤ The Intake Coordinator will determine if the Clinical Screener’s presence is needed at the Family Meeting. ➤ If the Clinical Screener’s presence is requested, the Intake Coordinator will assist in assuring their attendance. 	<p>Preferably by Day 40.</p>
<p>14. The Intake Coordinator will request copies of the Service Plan from the worker and the Integrated Assessment Report upon completion.</p> <ul style="list-style-type: none"> ➤ The Intake Coordinator will then forward the IA report and Service Plan to the Regional IA Administrator. 	<p>Preferably by Day 45.</p>
<p>15. The Intake Coordinator will fax the PCP IA Summary Report to HealthWorks Lead Agency.</p>	<p>Within one business day of receipt from the Clinical Screener.</p>